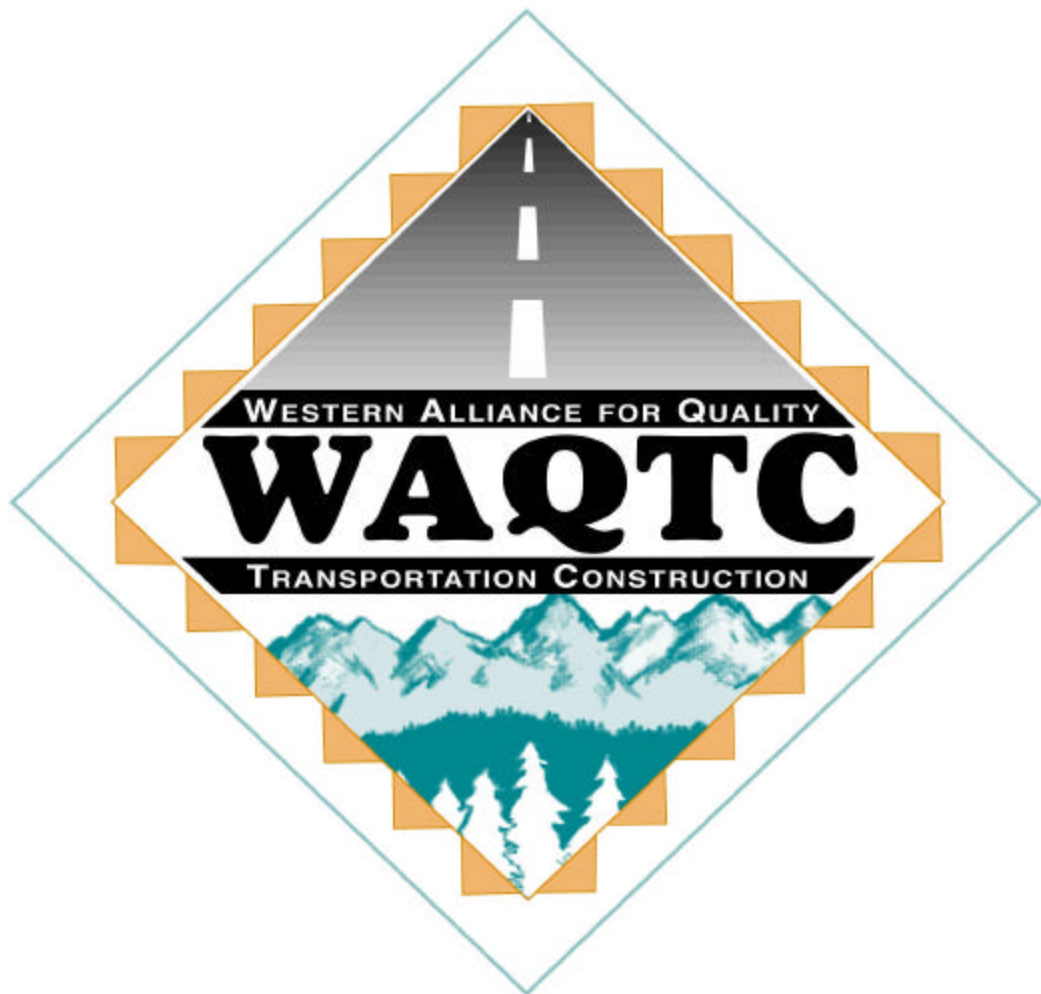


**Transportation Technician
Qualification Program**

***Administrative
Manual***



ABOUT THIS MANUAL

The Transportation Technician Qualification Program (TTQP) Administrative Manual contains uniform program policies and guidance for Agencies of the Western Alliance for Quality Transportation Construction (WAQTC). Agencies are expected to adhere to the content of this manual in order to maintain the uniformity and integrity of the program. Agencies are not authorized to make changes to content, unless specifically stated in this manual.

MISSION STATEMENT WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION

Provide leadership in the pursuit of continuously improving quality in transportation construction.

Through our partnership, we will:

- promote an atmosphere of trust, cooperation, and communication between government agencies and with the private sector
- assure qualified personnel, and
- respond in a unified and consistent manner to identified quality improvement needs and new technologies that impact the products that we provide

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Requests for permissions should be directed to:

Michael San Angelo WAQTC Executive Committee Chairman
Alaska Department of Transportation & Public Facilities
5750 East Tudor Road
Anchorage, Alaska 99507

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LIST OF ABBREVIATIONS

ADOT	Arizona Department of Transportation
AgTT	Aggregate Testing Technician
AKDOT & PF	Alaska Department of Transportation & Public Facilities
AQC	Agency Qualification Committee
AsTT	Asphalt Testing Technician
CDOT	Colorado Department of Transportation
CFLHD	Central Federal Lands Highway Division
CTT	Concrete Testing Technician
DTT	Density Testing Technician
EBTT	Embankment & Base Testing Technician
FHWA	Federal Highway Administration
HDOT	Hawaii Department Of Transportation
ITD	Idaho Transportation Department
LQP	Laboratory Qualification Program
MDT	Montana Department of Transportation
NDOT	Nevada Department of Transportation
NMSHTD	New Mexico State Highway and Transportation Department
ODOT	Oregon Department of Transportation
QAC	Qualification Advisory Committee
RP & IH	Registration, Policies & Information Handbook
TTQP	Transportation Technician Qualification Program
UDOT	Utah Department of Transportation
WAQTC	Western Alliance for Quality Transportation Construction
WFLHD	Western Federal Lands Highway Division
WSDOT	Washington Department of Transportation

WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION (WAQTC)

INTRODUCTION

The Western Alliance for Quality Transportation Construction (WAQTC), is comprised of the Western States of Alaska, Arizona, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, and Washington, the Western & Central Federal Lands Highway Division (WFLHD & CFLHD) of the Federal Highway Administration (FHWA), and the Federal Highway Administration. This organization is dedicated to improving the quality of the transportation products and services that we provide. To initiate quality improvement the WAQTC has implemented a **Transportation Technician Qualification Program (TTQP)** and a **Laboratory Qualification Program (LQP)**¹. The TTQP currently consists of instruction and Qualification, in field materials testing procedures that are agreed to by WAQTC members, in a number of technical areas relating to transportation construction. This program is prescribed to meet, in part, the requirements of The Code of Federal Regulations 637, Subpart B - Quality Assurance Procedures for Construction. It is anticipated that the WAQTC will provide training and Qualification in additional disciplines in the future.

PURPOSE OF THE TTQP AND LQP

The purpose of this Qualification program is to provide improved quality in the transportation products that we provide. One means of accomplishing this is by ensuring that individuals have demonstrated abilities to engage in quality control or quality assurance activities in transportation construction work that is under the jurisdiction of contracting Agencies that are members of the WAQTC, and that laboratories that perform Agency work meet an acceptable level of performance. Unless otherwise specified in the contract documents all WAQTC members that are contracting Agencies will require that technicians who perform Agency contract work will have successfully completed the Transportation Technician Qualification Program, and laboratories that perform sampling and testing on Agency projects will have been Qualified by the Laboratory Qualification Program in their respective States.

TTQP OBJECTIVES

- To provide highly skilled, knowledgeable materials sampling and testing technicians
- To promote uniformity and consistency in testing
- To provide reciprocity for Qualified testing technicians between participating Agencies
- To create a harmonious working atmosphere between public and private employees based upon trust, open communication, and equality of Qualification

¹The TTQP and the LQP are affiliate extensions of the WAQTC. Whenever TTQP or LQP is used in this document, it is assumed that WAQTC precedes the reference in the text.

DEFINITION OF QUALIFICATION (QUALIFIED)

Within the context of this guide and program the term *Qualification* is defined as the end product for someone who has successfully met the requirements, as defined elsewhere in this guide, in one of the technical areas in which WAQTC offers such credentials. These are solely credentials as defined by WAQTC and establishes that the recipient has demonstrated a required level of knowledge and is eligible to perform work on certain transportation projects under the jurisdiction of the member contracting Agencies or others that utilize this program. This definition does not in any way suggest an affiliation with any national or other organization that provides for similar credentials, or accredits organizations to provide for similar credentials, in any like areas to those that are included in the WAQTC program.

Who Must Be Qualified?

All persons responsible for sampling of materials and performing and reporting on tests, in any of the technical areas in which Qualifications are offered, as defined elsewhere, on any project under the jurisdiction of one of the WAQTC contracting Agencies must be Qualified, unless otherwise designated in the contract documents for that project. Qualification may be granted only after successfully completing the requirements of this program. “Grandfathering” or “exceptions” to the TTQP, other than as noted in the Concrete Qualification, will not be granted.

Qualification Reciprocity

Technicians must successfully complete all requirements of a Qualification area to be considered Qualified by the TTQP in that area. A person completing these requirements, and holding a valid Qualification, will then be considered Qualified to perform those specific sampling and testing functions, only, falling under that Qualification in any participating Agency of the WAQTC. Although the technician is considered Qualified in that area by all Agencies for the defined test methods, there may be additional Agency specific tests and contract administration or quality assurance procedures, not specifically covered in the TTQP Qualification, that the technician will be required by that Agency to show proficiency in. The technician should be aware that, non-WAQTC Agencies may or may not accept any of these Qualifications. Each individual should verify specific Agency requirements prior to seeking employment.

If an Agency does not require a technician to successfully complete the examination requirements for all test methods contained under a Qualification module, as defined in this manual, that person will not be considered Qualified under the TTQP in that module. A technician must successfully complete the additional exam requirements prior to obtaining WAQTC-wide Qualification. Any Qualification obtained in this manner will expire, on the last day of the month in which the initial exam portion was successfully completed, three (3) years after that initial exam.

Disclaimers

Qualification of an individual by the TTQP indicates only that the individual has demonstrated a certain level of competence on a written and/or performance examination in a selected field of activity. Members of the WAQTC that are also contracting Agencies may require this Qualification of individuals performing activities specified in work contracts or other activities. Each individual or organization utilizing Qualified individuals must make its own independent judgement of the overall competence of Qualified individuals. The WAQTC specifically disclaims any responsibility for the actions, or the failure to act, of individuals who have been Qualified through the TTQP.

CANDIDATES WITH DISABILITIES

Persons with disabilities and those who have special needs should notify the TTQP representative at the time of registration so that appropriate accommodations can be made.

WAQTC AND TTQP COMMITTEES AND RESPONSIBILITIES

WAQTC EXECUTIVE COMMITTEE

The Executive Committee is comprised of at least one representative of each of the member Agencies of the WAQTC. This committee is responsible for the mission, objectives, structure, and policy decisions, etc., of the WAQTC as well as all final decisions concerning the operation of the TTQP, LQP, or other such programs as may be undertaken by the WAQTC in the future. Operational guidance for this committee can be found in the WAQTC Bylaws.

QUALIFICATION ADVISORY COMMITTEE

The Qualification Advisory Committee (QAC) is a subcommittee of the WAQTC that has the principal task of overseeing the regional TTQP and the LQP. The QAC acts in an advisory capacity to the WAQTC Executive Committee and reports directly to them. The QAC reviews the program and suggests changes or updates and ensures that the program continues to meet the highest standards. Additional information is contained in the TTQP Operating Agreement.

AGENCY QUALIFICATION COMMITTEE

The Agency Qualification Committee (AQC) (actual name is an Agency preference) is a recommended Agency level committee that is responsible for oversight of the TTQP or LQP within the Agency to ensure a region wide consistency in the implementation of the program. The Chairman of the committee is an Agency employee. The type, size, and makeup of the committee is the Agency's discretion. Members of the AQC are knowledgeable in the administrative procedures of the TTQP. The AQC may provide comments and suggestions to the QAC, may review, compile, and provide comments obtained from the course evaluations to the QAC, may hear and act on allegations of technician misconduct, or may act upon other such matters

required for the efficient operation of the program within the Agency.

AGENCY REPRESENTATIVES AND CONTACT POINTS

WAQTC Executive Committee

Michael San Angelo - AKDOT&PF	Mark Elicegui - NDOT
- ADOT	John Tenison - NMSHTD
John Stites - CFLHD	Jeff Gower - ODOT
Tim Aschenbrener - CDOT	Tim Beil - UDOT
Garret Okada - HDOT	Tom E. Baker - WSDOT
Jeff Miles - ITD	Howe Crockett - WFLHD
Garth Newman - ITD	Bernie Kuda – FHWA Western Resource Ctr
Jeff Rayman - MDT	

TTQP Agency Contacts

Alaska	Robert Lewis Phone: (907) 269-6214	Nevada	Jeff Hale Phone: (775) 888-7460
		New Mexico	John Tenison Phone: (505) 827-9811
CFLHD	John Stites Phone: (303) 716-2121	Oregon	Sean Parker Phone: (541) 686-7976
Colorado	Alan Hotchkiss Phone: (303) 512-4043	Utah	Troy Peterson Phone: (801) 965-3814
Hawaii	Garret Okada Phone: (808) 832-3553	Washington	Tom E. Baker Phone: (360) 709-5401
Idaho	Garth Newman Phone: (208) 334-8039	WFLHD	Brad Neitzke & Howe Crockett Phone: (360) 696-7725 or 7750
Montana	Jeff Rayman Phone: (406) 444-5784		

WAQTC Web Site: www.WAQTC.org

Current course or qualification information, Qualified Technician and Testing Laboratory Registries, updates, and other useful information can be accessed at this address or by contacting the respective Agencies at the listed numbers.

FIELD MATERIALS TESTING QUALIFICATIONS

Aggregate Testing Technician (AgTT)
Asphalt Testing Technician (AsTT)
Concrete Testing Technician (CTT)
Density Testing Technician (DTT)
Embankment and Base Testing Technician (EBTT)

QUALIFICATION PROCESS

A technician may become Qualified by either of the following methods:

Method I

- Meet any applicable prerequisites for obtaining the Qualification.
- Forward the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to the appropriate Agency (according to that Agency's specific guidance) to secure a position in an upcoming course and examination.
- Attend the appropriate Qualification course in its entirety.
- Successfully pass the written and performance examinations.

Method II

If a person is confident of their knowledge and experience in a Qualification subject area he/she may become Qualified in that area, without attending a Qualification course, upon successfully completing the written and performance examination requirements as defined under each Qualification section. This alternate method of obtaining Qualification is subject to the limitations set forth elsewhere in this document. The Qualification process is:

- Meet applicable prerequisites for obtaining the Qualification.
- Forward the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to the appropriate Agency to secure a position in an upcoming examination.
- Successfully pass the written and performance examinations.

TTQP AGGREGATE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Aggregate Qualification is designed for those individuals responsible for field sampling and testing of aggregate for bases, bituminous mixes, or Portland cement concrete. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Aggregate:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in Aggregate: None

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR AGGREGATE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 2	Sampling of Aggregates	C	W, P*
T 248	Reducing Samples of Aggregate to Testing Size	C, L	W, P
T 27	Sieve Analysis of Fine and Coarse Aggregate	C, L	W, P
T 11	Materials Finer Than 75 μm (No. 200) Sieve in Mineral Aggregates by Washing	C, L	W, P
T 255	Total Moisture Content of Aggregate by Drying	C, L	W, P
T 176	Plastic Fines in Graded Aggregates and Soils By Use of the Sand Equivalent Test	C, L	W, P
TP 61	Determining the Percentage of Fracture in Coarse Aggregate	C, L	W, P

*The Examinee may either be asked to physically sample materials or only to explain the sampling process during this portion of the performance examination.

TTQP ASPHALT QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Asphalt Qualification is designed for those individuals responsible for field sampling and testing of Asphalt. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Asphalt:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in Asphalt:

- Must hold an Approved Certification in Radiation Safety due to the operation of devices containing radioactive material.
- (A copy must be included with registration submittal.)

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR ASPHALT QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 168	Sampling Bituminous Paving Mixtures	C	W, P*
WAQTC TM-5	Reducing Samples of Hot Mix Asphalt to Testing Size	C, L	W, P
T 40	Sampling Bituminous Materials (methods 8 through 14)	C	W, P*
T-308	Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method	C, L	W, P**
T 30	Mechanical Analysis of Extracted Aggregate	C, L	W, P
T 209	Theoretical Maximum Specific Gravity and Density of Bituminous Paving Mixtures	C, L	W, P
T 166/275	Bulk Specific Gravity of Compacted Bituminous Mixtures Using Saturated Surface-Dry Specimens/Paraffin-Coated Specimens (This is a combined field operating procedure)	C, L	W, P
WAQTC TM 4	Asphalt Content Using the Nuclear Content Gauge	C, L	W, P**
WAQTC TM 6	Determining Moisture Content of Bituminous Mixes	C, L	W, P
WAQTC TM-8	In-Place Density of Bituminous Mixes Using the Nuclear Moisture-Density Gauge	C,L	W,P

* The Examinee may either be asked to physically sample materials or may only be asked to explain the sampling process during this portion of the performance examination.

** With the asphalt content methods the examinee may be required to perform T-308 or TM-4 or both. An examinee with an approved Certification in Radiation Safety will perform the the complete performance exam for TM-4.

CONCRETE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Concrete Qualification is designed for those individuals responsible for field sampling and testing of Portland cement concrete. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Concrete:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations **OR**
- Hold a valid ACI Certification in “Concrete Field Testing Technician Grade 1”

Course Length: approximately 3 days

Course Size: 20-30 recommended

Prerequisites for being Qualified in Concrete: None

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR CONCRETE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
WAQTC TM 2	Sampling Freshly Mixed Concrete	C	W, P*
T 309	Temperature of Freshly Mixed Portland Cement Concrete	C, L	W, P
T 119	Slump of Hydraulic Cement Concrete	C, L	W, P
T 152	Air Content of Freshly Mixed Concrete by the Pressure Method	C, L	W, P
T 121	Mass per Cubic Meter (Cubic Foot), Yield, and Air Content (Gravimetric) of Concrete	C, L	W, P
T 23	Making and Curing Concrete Test Specimens in the Field	C, L	W, P

*The Examinee may either be asked to physically sample materials or may only be asked to explain the sampling process during this portion of the performance examination.

TTQP EMBANKMENT AND BASE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

Embankment and Base Qualification is designed for those individuals responsible for field sampling and testing of soils and soil aggregate mixtures. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Embankment and Base:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in Embankment and Base:

- Must hold an Approved Certification in Radiation Safety due to the operation of devices containing radioactive material.
- (A copy must be included with registration submittal.)

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

TEST METHODS FOR EMBANKMENT AND BASE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 99	Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	C, L	W, P*
T 180	Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop	C, L	W, P*
T 272	Family of Curves-One Point Method	C, L	W, P
T 224	Correction for Coarse Particles in the Soil Compaction Test	C, L	W
T 217	Determination of Moisture in Soils by Means of Calcium Chloride Gas Pressure Moisture Tester	C, L**	W
T 255/265	Total Moisture Content of Aggregate by Drying/Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure)	C, L	W,P
T 85	Specific Gravity and Absorption of Coarse Aggregate	C, L	W, P
T 89	Determining the Liquid Limit of Soils	C, L***	W
T 90	Determining the Plastic Limit and Plasticity Index of Soils	C, L***	W
T-310	In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods	C,L	W,P

Note: Course work will also include field use of an Alaska T-12, Washington 606, Idaho T-74, or Western Federal Lands Highway Division HRBB-319 (Humphrys) curve.

- * Participating WAQTC members will require a written and performance examination on one of these two methods, which may require that a technician seeking employment in another Agency may have to show proficiency in a different method also.
- ** The Instructor **may** demonstrate the procedure to participants in the lab, and participants may or may not be required to practice the procedures in the lab.
- *** The Instructor **will** demonstrate the procedure to participants in the lab and participants may or may not be required to practice the procedure in the lab.

TTQP IN-PLACE DENSITY QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

In-Place Density Qualification is designed for those individuals responsible for field testing for In-Place Density on soils, soil aggregate mixtures, aggregate products, and bituminous mixes. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in In-Place Density:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in In-Place Density:

- Must hold an Approved Certification in Radiation Safety due to the operation of devices containing radioactive material.
(A copy must be included with registration submittal.)

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.
- If an applicant holds a current WAQTC Qualification in Asphalt and / or Embankment and Base they may not need this qualification.

TEST METHODS FOR IN-PLACE DENSITY QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 99	Moisture-Density Relations Using a 2.5 -kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	C	
T 180	Moisture-Density Relations Using a 4.5 4-kg (10-lb) Rammer and a 457-mm (18-in.) Drop	C	
T 272	Family of Curves - One Point Method	C, L	W, P
T 224	Correction for Coarse Particles in the Soil Compaction Test	C, L	W
T 217	Determination of Moisture in Soils by Means of Calcium Chloride Gas Pressure Moisture Tester	C, L*	W, P**
T 255/265	Total Moisture Content of Aggregate by Drying /Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure)	C, L	W, P**
T 85	Specific Gravity and Absorption of Coarse Aggregate	C	
T 89	Determining the Liquid Limit of Soils	C	
T 90	Determining the Plastic Limit and Plasticity Index of Soils	C	
T-310	In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods	C, L	W, P
T 209	Maximum Specific Gravity of Bituminous Paving Mixtures	C	
T 166/275	Bulk Specific Gravity of Compacted Bituminous Mixtures Using Saturated Surface-Dry Specimens/Paraffin-Coated Specimens	C	
WAQTC TM 8	In-Place Density of Bituminous Mixes Using the Nuclear Moisture-Density Gauge	C, L	W, P

Note: Course work will also include field use of an Alaska T-12, Washington 606, Idaho T-74, or Western Federal Lands Highway Division HRBB-319 (Humphrys) curve.

* The Instructor may demonstrate the procedure to the participants in the lab, and participants may or may not be required to practice the procedure in the lab.

** Agencies may choose to conduct a performance examination on either T 217 or T 255/265.

EXAMINATION ADMINISTRATION

The following criteria are common to the examination for each module.

- Written Examination
 - a. Closed Book
 - b. Five (5) questions minimum per test method including multiple choice, true or false, and calculations. Exams will be either Metric or English depending on agency standards.
 - c. Written exam must be completed within the time limit designated by the Agency.
- Performance Examination
 - a. Each participant will demonstrate proficiency in the designated test methods.
 - b. Open procedure, but the Examinee **will not** have access to the performance exam checklist.
 - c. Each procedure must be performed within the time limit set by the Agency for that test method.
 - d. The Examinee may be asked to explain various steps to the procedure to reduce the full test time. All test method time limits set by the Agency will take into account the reduction of time due to accelerated steps.
 - e. Each test method will have a performance exam checklist with a yes or no checked by the Examiner.
- Passing Score - Written/Performance

Written:

 - a. Initial exam (first attempt): .An overall score of 70% with a minimum of 60% on any one test method.
 - b) Re-exam (second attempt): An initial exam overall score below 70% will require a re-exam on all test methods.

An initial exam score above 70% overall, but below 60% on one or more test methods, will require a re-exam on only those test methods. In the case of one test method comprising the re-exam, the examinee must receive a score of 70%. In the case of more than one test method comprising the re-exam, the examinee must receive an overall score of 70% with a minimum of 60% on any one test method.

Performance:

All performance checklists must have 100% yes blanks checked and each test method must be performed within the designated time limit.
- Re-examination Policy - Written/Performance
 - a. Anyone failing the written examination on the first attempt is required to retake the written examination at the scheduling convenience of the Agency, and pass, if Qualification by the TTQP is still desired.

- b. Anyone failing a test method on the performance exam may repeat that trial during the day of the performance exam. Repeat trials will be allowed in not more than 50% of the total test methods in that performance exam. Failure of any one of the prescribed test methods after two trials will constitute failure of the whole performance exam. Anyone failing the performance examination on the first attempt is required to retake the performance examination at the scheduling convenience of the Agency, and pass, if Qualification by the TTQP is still desired.
- c. Failure of either examination the second time will require attendance of the course for that Qualification and passing a full examination if Qualification is still desired.

Additional examination guidance can be found in the Program Management section of the Administrative Manual or the Information, Policies, & Procedures section of the RP&IH Handbook.

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WAQTC TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM (TTQP) REGISTRATION FORM

Name:	Employer:
Address:	Employer's Address:
Home Phone #:	Employer's Phone #:
Social Security #:	Current TTQP Qualification #:

(If applicable)

Check one: Original Qualification ☐ Renewal of Qualification ☐

Which mailing address should we use? Home ☐ Employer ☐

Desired Qualifications (select only one Qualification area per registration form)					
		<u>Cost</u>		<u>Cost</u>	
<input type="checkbox"/> Aggregate Testing Technician (AgTT)	Course & Exam	<input type="checkbox"/> \$(Agency Fee)	Exam Only	<input type="checkbox"/> \$(Agency Fee)	
<input type="checkbox"/> Asphalt Testing Technician (AsTT)	Course & Exam	<input type="checkbox"/> \$	Exam Only	<input type="checkbox"/> \$	
<input type="checkbox"/> Concrete Testing Technician (CTT)	Course & Exam	<input type="checkbox"/> \$	Exam Only	<input type="checkbox"/> \$	
<input type="checkbox"/> Density Testing Technician (DTT)	Course & Exam	<input type="checkbox"/> \$	Exam Only	<input type="checkbox"/> \$	
<input type="checkbox"/> Embankment & Base Testing Technician (EBTT)	Course & Exam	<input type="checkbox"/> \$	Exam Only	<input type="checkbox"/> \$	

Choose a course date and location or an examination (only) date and location

First Choice		Second Choice	
Date	Location	Date	Location

Technicians seeking Qualification in one of the designated specialties should consult the TTQP Registration, Policies & Information Handbook (RP&IH) for Qualification criteria, prerequisites, other policies and requirements, and general information, or call the number listed below. **Checks should be made to: (Agency enter your specific information here).** **The submittal should be mailed to the Agency address shown below and must be received there at least two (2) weeks before the start of the course or exam. The technician's full name, Qualification number, and Qualification information will be listed on the WAQTC Web page's Registry of Qualified Technicians upon successful completion of the Qualification requirements.**

Agency, enter your mailing address and phone number here.	<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Passed Qualification <input type="checkbox"/> Failed Qualification </div> <div style="border-top: 1px solid black; margin-top: 10px; text-align: center;"> WAQTC QUALIFICATION NUMBER </div> <div style="border-top: 1px solid black; margin-top: 10px; text-align: center;"> Signature, AQC Chair or Designee </div>
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TTQP-1/99

TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM RIGHTS AND RESPONSIBILITIES AGREEMENT

This document affirms that _____, *(technician's name)*,
hereinafter the Technician, desires to be Qualified by the Transportation Technician Qualification Program
(TTQP) as a _____ *(name of Qualification desired)*

Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so Qualified by TTQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the Technician in accordance with the required test procedures. By signing this document the Technician agrees to abide by all of the terms of the TTQP included in the Registration, Policies, & Information Handbook and as set forth by the contracting Agency.

Findings of negligence or abuse of these rights and responsibilities will be penalized upon recommendation by the Agency Qualification Committee (AQC) and any appeal to the AQC Chair. Penalties, as prescribed herein, may be assessed for Technician abuse or negligence. Negligence is defined as unintentional deviations from approved procedures which may or may not cause erroneous results. The first finding of negligence will result in a letter of reprimand being sent to both the employee and the employer, the second will result in a thirty (30) day suspension of Qualification, the third in a one hundred eighty (180) day suspension of Qualification, and the fourth in permanent suspension of Qualification. Abuse is defined as intentional deviations from approved procedures. The first finding of abuse will result in a one (1) year suspension to permanent revocation of an individual's Qualification. Any subsequent finding of abuse will result in permanent revocation of Qualification. Revocation or suspension of one Qualification will be considered a revocation or suspension of all Qualifications held by the Technician. Permanent revocation of Qualification will result in that person being ineligible for any TTQP Qualification. The penalties are guidelines and the AQC may impose harsher penalties if warranted for findings of abuse or negligence.

The Technician should also be aware that both State and Federal laws may govern construction projects, including Title 18, United States Code, Section 1020, that in brief states that anyone making falsifications on Federal-aid projects,

“Shall be fined not more than \$10,000 or imprisoned not more than five years, or both.”

I, _____, have read, understand, and agree to abide by the rights,
(print name)

responsibilities, and penalties associated with receipt of this **Qualification**.

Signature

Date

PROGRAM MANAGEMENT

QUALIFICATION REGISTRATION

To be eligible for Qualification each technician must complete a registration form and forward it to the appropriate Agency TTQP address along with a check for any applicable fee, a signed and dated Rights and Responsibilities Agreement, applicable documentation of prerequisites, or other Agency required information. These materials must be received by the Agency at least two (2) weeks prior to the beginning of the Qualification course or examination. An example registration form is provided in this document. Agencies may add their specific information to this form in the designated spaces and utilize it, or they may develop a registration form, as long as it reflects that it pertains to the TTQP.

OUT-OF-STATE APPLICANTS

The requirements for persons from non-WAQTC member States or Agencies wishing to obtain Qualifications under the TTQP will be the same as for those from member States or Agencies. Those holding valid Qualifications from other programs and showing proper documentation, may be extended Qualification by the TTQP if the Qualification is judged to offer equal credentials as the TTQP and is approved by the Executive Committee.

FEES FOR QUALIFICATION

Each Agency may assess applicant fees as deemed necessary.

RIGHTS AND RESPONSIBILITIES AGREEMENT

All Qualifications will be contingent upon the technician signing a Rights and Responsibilities Agreement. This agreement will inform the technicians of the rights and responsibilities along with the consequences of the violation of these responsibilities. The technician will submit a signed agreement with their registration for Qualification. A copy of the agreement is included in this manual. Agencies may add their name to this form and may change the wording from “Qualification” to “Certification” as needed; otherwise, the form should be used in an unaltered state.

CANCELLATION POLICY

Each Agency should state a specific cancellation policy in the Registration, Policies, & Information Handbook. A minimum policy follows: Each Agency may designate a minimum class size for each course or examination. If the minimum size is not reached, the course or examination may be canceled. Courses or examinations may be canceled for other reasons not specifically stated herein. Every effort will be made to notify the applicants well in advance if a cancellation is necessary. If a course or examination is canceled, the applicant may either request refund of any fee, or ask that he/she be enrolled in the next available course or examination.

REFUND POLICY

Each Agency may establish its own refund policy for Qualification fees where applicable. A suggested guideline follows:

1. The registration form, Rights and Responsibilities Agreement, fee, and any other required documentation must be received at least two (2) weeks prior to the start of the course.
2. Cancellation by the candidate within seven (7) days (without the class position being filled) will result in 50% of the fees being refunded. If the class position can be filled, 85% of the fees will be refunded (15% will be retained for administrative costs).
3. Unforeseen emergency during the course or Qualification proceedings will result in no refund of fees but the candidate will be allowed to retake the course or Qualification examinations, whichever is applicable, at a later date with an additional fee of 15% of the course cost.
4. No refund of fees will be made for failure to successfully complete the examination portions of the Qualification proceedings.

EXAMINATION

As part of the Qualification process, each technician will be required to pass both written and performance examinations which are designed to demonstrate both a knowledge and understanding of the test procedures. Written exam Administrators and performance exam Examiners should thoroughly explain to the participants what the exams will entail and the examination rules prior to the beginning of the exams. It is envisioned that multiple examination stations will be required during the performance examination; therefore, there will be multiple Examiners required for the performance portion of the examination. Failure of either the written or performance portions of the Qualification will require re-examination and a passing grade in the exam(s) failed, if Qualification is still desired, subject to the criteria described herein.

Written Examination

The written examination will consist of multiple choice, some of which will require calculations, or true/false questions. All questions require detailed knowledge of the test method procedures and basic reading comprehension. The examination is closed book which requires that no technical materials or notes are allowed in the room during the examination. Calculations may be required for some questions; therefore, a battery-powered pocket calculator may be brought to the examination. Calculators may not be shared. The individual must bring No. 2 pencils and erasers and clean scratch paper if desired. All written exams will be administered within a specified time frame which will be consistent within each Agency. At the end of the designated period all exams and used scratch paper will be collected by the exam Administrator. Scratch paper will be destroyed. Exam scores are to remain confidential. The written exam material is not to be discussed with, or provided to, any unauthorized individual. The exam should be scored and the results given to the designated Agency person no later than the end of the first business day after the exam is

given.

A participant will successfully pass the written examination by meeting the following criteria:

- a. A minimum score of 70% on the entire written exam for that Qualification.
- b. A minimum score of 60% on each segment (test method) of the written examination.

Performance Examination

The performance examination may be performed with the procedure open for reference; however, referral to the exam checklist, or any notes or other material reflecting the content of the checklist, by the examinee will not be permitted during the exam. Each procedure will be completed within the time limit designated by the Agency for that method. The participant is required to successfully perform all steps of the designated test procedures for the particular Qualification area, with the exception that an examinee may be asked to explain various steps to a procedure in order to reduce the total test time. All test method time limits set by the Agency will take into account the reduction of time due to accelerated steps. An individual may be required to verbally describe the procedures for sampling of a material, such as Sampling Freshly Mixed Concrete, if performance of the method is not practical or feasible.

Judgement will be based on the ability to correctly perform all required procedures for each of the methods based on criteria shown on the performance examination checklists (which are included in each Qualification subject area Instructor Guide and Participant Workbook at the end of each section). Omission of one or more of the prescribed procedures will constitute failure of that test method. The inability to complete the test method within the designated time limit will constitute failure of the method. The examinee may perform one repeat trial of a failed method, at the Examiner's convenience, on the day of the exam; however, repeat trials will be allowed in not more than 50% of the total test methods in that performance exam². Failure of any one of the prescribed test methods after two trials will constitute failure of the performance examination portion of the Qualification process. Scoring of the exam will be on a pass/fail basis.

The performance examination will occur in the direct presence of the Examiner. All steps of the method must be performed, except that certain steps may be accelerated when properly explained to the Examiner.

The Examiner may not respond to questions or assist in the performance of the method. Immediately after completion of the method, the Examiner will tell the individual if he/she has passed or failed that trial. If a failure has occurred, the Examiner will denote which part of the method was performed or described incorrectly. The Examiner will not stop a trial when an error has occurred, nor will he/she in any way signify approval or disapproval. Any disputes will be referred immediately to and reconciled by the course or exam Administrator. The results of the performance examination, as well as all performance examination checklists, will be provided to the designated Agency person no later than the end of the first business day after the exam is given.

² The examinee may request that a different Examiner administer a repeat trial of a failed test method.

Re-examination

Re-examination for both the written and performance exams will be conducted according to the same criteria as the original examinations. The one exception is on the written examination. See pages 16 and 17 for detailed information. A participant may be eligible for re-examination subject to other restrictions outlined elsewhere in this manual. The applicant may either make individual arrangements with the Agency for re-examination or apply to take a scheduled exam, depending upon Agency preference or policy. Failure of either exam a second time will require attendance of the course for that Qualification and passing full examination if Qualification is still desired by the participant.

Examination Materials Security

This policy applies to:

- all written examination materials, including blank exams, completed exams, and answer keys; and
- the Examiner's scoring checklist for performance exams.

Personnel involved with Qualification examination should attend a TTQP orientation session conducted by a member of the WAQTC, QAC, or AQC. It is imperative that examination materials are kept secure and confidential at all times. Violation of examination security can compromise the exam, and destroy its integrity and validity as a Qualification instrument. The definition of secure in this document implies that materials will be kept under lock and key, except when being utilized in an official manner, and only those having authority as described elsewhere in this document have access. At such times as these documents are removed from a locked location, they will remain in the immediate possession and view of the authorized person only, and will not be made available for possession or viewing by others.

Exam security must be maintained throughout all aspects of life of exam materials, including:

- development and validation of new exams or questions;
- reproduction of exam materials;
- storage of blank exam materials and answer keys;
- administering and scoring exams;
- storage of completed exams; and
- destruction of old exam materials

Access to exam materials and answer keys is limited to the following personnel, when and as needed in carrying out their responsibilities in the Qualification program:

- program administrative personnel in the inventory, storage, and reproduction of the exam materials;
- examination Administrators, Scorers, or performance exam Examiners in the administration and scoring of exams;

- program administrative personnel in the recording of exam results, storing completed exams, and destroying old exams; and
- selected individuals or subject-matter experts who have been assigned and authorized by the WAQTC to review, assess, update, revise, and validate exam materials.

The consequences for those individuals found violating the security of Qualification examination materials will be:

- written reprimand if the violation is by negligence and the requirement to attend a TTQP orientation
- banning from any future association with the TTQP, if the violation is willful or intentional

Any disciplinary action or dismissal associated with serious violations will be determined according to the policies and procedures of the employer of the offending party.

Retention of Written Examinations

After each Qualification examination process, all used exam materials, both passing and failing, will be retained, in conformance to guidelines contained in the section entitled Examination Materials Security, by the Agency providing the Qualification examination, for a period of one (1) year and will then be destroyed by shredding or other effective method. During this one year period the WAQTC may require that these exams be forwarded to the WAQTC for objective evaluation.

PARTICIPANT NOTIFICATION

Notification of each participant's successful or unsuccessful completion of the Qualification requirements, should be mailed by the Agency conducting the Qualification proceedings within ten (10) working days of the date of the completion of examination. A letter, or other method selected by the Agency, may serve as Qualification verification for those technicians that are successful in completing the Qualification requirements. If an Agency elects to use a Qualification card, or similar method, to identify those individuals that have successfully completed a Qualification, the format and appearance should be coordinated with the other Agencies, and should reflect that it pertains to the WAQTC TTQP. If the participant is unsuccessful in completing the Qualification requirements, the procedure for re-examination should be explained, if applicable.

QUALIFIED TECHNICIAN REGISTRY

Within 5 working days after completion of any Qualification proceeding, the Agency conducting the Qualification exams should log each participant that has successfully completed the Qualification requirements on the **Qualified Technician Registry** for that Agency which is linked to the WAQTC Web site. The required information to be logged in the appropriate field is:

- A unique Qualification number assigned from the following Agency allotments

Alaska	00,001 - 19,999	Montana	120,000 - 139,999
Idaho	20,000 - 39,999	Nevada	140,000 - 159,999
Oregon	40,000 - 59,999	Utah	160,000 - 179,999
Washington	60,000 - 79,999	Colorado	180,000 - 199,999
Arizona	80,000 - 99,999	Hawaii	200,000 - 219,999
	100,000 - 119,999	New Mexico	220,000 - 239,999

Note: The number assigned with the first Qualification will remain with that employee no matter if additional Qualifications may be attained through other WAQTC Agencies. Should a technician obtain a Qualification in a state other than the one designated by the assigned Qualification number, the Agency issuing the additional Qualification will notify the Agency where the Qualification number originated so that the Qualification may be properly registered.

- The successful participant's full name
- The area in which the Qualification is received designated by:

Aggregate	AgTT
Asphalt	AsTT
Concrete	CTT
In-Place Density	DTT
Embankment & Base	EBTT

- The month and year of the Qualification expiration - (the last day of the month in which the initial exam portion of the Qualification was successfully completed, in the third (3) year after that initial exam)

INSTRUCTOR QUALIFICATIONS

Instructors for the TTQP in each Agency should meet the following guidelines:

- Extensive experience in the test methods contained in the Qualification
- Experience and demonstrated ability in training and communicating with participants
- Exhibition of a positive attitude while interacting with others
- Willingness to uphold the high standards set by the TTQP and to follow the policy guidelines

Instructors should complete a TTQP orientation session presented by the Agency's WAQTC representative, a member of the QAC, or the AQC who has also completed such an orientation on the policies and procedures of the TTQP. Future instructors should also have successfully completed the

Qualification in which they will be instructing. The Agency should maintain a list of those individuals that meet the requirements to act as instructors in each Qualification area.

COURSE OR EXAM ADMINISTRATOR, SCORER, AND EXAMINER QUALIFICATIONS

Only those individuals that have attended a TTQP policies and procedures orientation session, conducted by a representative of the WAQTC, QAC, or AQC, should administer or score written exams. It is not required that the same party that administers the written exam also score it. Performance exam Examiners should possess both considerable experience in performing both general materials testing and the methods that they will be proctoring. In addition, they should demonstrate the same willingness to uphold the standards of the TTQP. Furthermore, Examiners should not be in the chain of command of those being Qualified, nor should they be related. Future Examiners should also have successfully completed the Qualification that they will be proctoring. **Each Agency should also hold instructional sessions to ensure that each performance exam Examiner proctors the exams in exactly the same manner.** The Agency should maintain a registry of all Administrators, Scorers, and Examiners that have met the requirements to perform such functions.

ORIENTATION

All persons participating in any capacity in the administration of the TTQP should be required to attend a TTQP orientation session presented by a member of the WAQTC, the QAC, or the AQC. The session should cover the appropriate sections of the Administrative Manual, the intent and scope of the TTQP, the responsibilities of the party(s) attending the orientation, and how they fit into the scope of the program. The content and thoroughness of the orientation may be tailored to the responsibilities of the person within the program. Each Agency should maintain a registry of all persons that have completed this orientation.

COURSE OR EXAM PARTICIPANT ALLOCATIONS

Agencies may set participant allocations for Qualification courses or examinations as they deem necessary.

COURSE EVALUATIONS

Course evaluations will be obtained for each Qualification course administered by member Agencies. Instructors should stress the importance of thoughtful completion of these forms. The AQC in each participating Agency should review and compile these comments and provide suggestions to the QAC for consideration during their scheduled program meetings. An evaluation form is included in the Instructor Guide and Participant Workbook for each course.

REGISTRATION, POLICIES, & INFORMATION HANDBOOK

Guidance for technician registration in a course or exam, TTQP policies, and other information intended for the use of the technician, as well as information on the Agency's Laboratory Qualification Program is contained in the TTQP Registration, Policies & Information Handbook (RP&IH) which is a TTQP standardized document. This Handbook should be kept up to date by each Agency. Agency specific policies, information, or examination or training requirements, etc., as defined below and elsewhere in this manual, may be entered in this Handbook, to supplement the standard TTQP information, for reference by the technician or laboratory.

Updates to the Registration, Policies, & Information Handbook

As changes to the program occur, or other RP&IH updates are required, the new information will be posted on the WAQTC Web site. Others may obtain this information by calling the TTQP or LQP representative in their state. Even though every effort will be made to make current information available to everyone, it is the responsibility of the Qualification holder to keep current on new issues and to provide the appropriate representative with address and employer changes if required.

AGENCY PERSONALIZATION/ALTERATION OF MATERIALS

Member Agencies are not authorized to make any changes to any materials, such as course materials or Administrative procedures, that fall under the jurisdiction of the TTQP or the LQP, with the following exceptions. Agencies may include in the RP&IH their own Agency specific information, fee structure, cancellation and refund policies, course allocations, individualized registration forms, or other such information as defined in this manual. The written examination questions may be organized or compiled according to Agency preference as long as the content and procedure adheres to the guidance provided in this manual and the exam reflects that it is a product of the WAQTC TTQP. Agencies may provide supplemental administrative guidance for Agency specific issues in the RP&IH as long as it is not in conflict with any guidance contained herein. The addition of Agency specific supplemental information, such as Agency specific test methods, contract administration guidance, specification information, or quality assurance program information to Qualification courses is not considered a change to the program.

PROGRAM REVISIONS/UPDATES

Revisions and updates to both the TTQP and the LQP will be recommended to the WAQTC Executive Committee by the QAC based upon participant and Agency comments and materials testing procedural changes. The QAC will meet each year by May 30, or at other such time as directed by the Executive Committee, to consider such changes. Suggestions and comments, in addition to those received from course evaluation forms, should be provided in writing to the AQC, which will provide them to the QAC for consideration. Those revisions or updates adopted by the Executive Committee will then be conveyed to the designated party in each Agency for uniform incorporation into the Agency's master copy of the appropriate course material, or other document, by October 1 of the year in which adopted.

Recording of Document Revisions

Each Agency should document the date of the latest revision of program materials, including the Registration, Policies, & Information Handbook or course materials, etc., by entering the following information, or information of a similar format, at the bottom of the inside front cover of the applicable document when **authorized alterations** to that document have been completed.

For Agency specific revisions: “Revised by (enter Agency abbreviation) - (enter date)”

Those changes that may be affected by WAQTC only, will be signified by:

For WAQTC approved revisions: ‘Revised by WAQTC - (enter date)’

WAQTC WEB SITE ([WWW.WAQTC.ORG](http://www.waqtc.org))

The WAQTC Web site is intended to provide useful information both to the member Agencies, other Agencies, and the general public about the TTQP, the LQP, and other programs of the WAQTC. It is intended that information entered will be of a like appearance between Agencies so coordination will be required as new needs are identified. It is the responsibility of each Agency to keep their specific information up to date in accordance with the guidelines set forth in this manual. Suggestions for improvement to the Web site, or other facets of the program, may be provided to a member of the WAQTC or by the home page E-mail link.

PROGRAM REVIEW

Guidance on the review of the TTQP is contained in the TTQP Operating Agreement which can be found in the Appendix. In addition to this coordinated review, it is suggested that each AQC, or their designated representative(s) conduct periodic reviews within their Agency to maintain a consistency in the program.

QUALIFICATION RENEWAL POLICY

Qualification renewal is required to be completed by the last day of the month in which the initial exam portion of the Qualification was successfully completed, in the third (3) year after that initial exam. The technician is responsible for making arrangements for obtaining his/her applicable Qualification renewal and must do so before the expiration date of the Qualification. The procedures for Qualification renewal are the same as for the initial Qualification. Although renewal is the responsibility of the technician, an Agency may adopt other policies, such as notifying the participant prior to the expiration date, if desired. Interim or Qualification refresher courses may be offered; however, it is also the responsibility of the technician to stay abreast of changes to procedures and test methods.

Renewal of Qualification may be obtained in the following manner:

A technician may obtain renewal of Qualification by passing the written and performance exam, as applicable, required for that particular Qualification. The Agency may either require that the technician

be responsible for scheduling his/her own written and/or performance examination, or the Agency may schedule specific times and locations in which this is accomplished.

Re-examination policies, for those failing to pass a Qualification renewal on the first attempt, will be the same as for the original Qualifications.

REVOCATION OR SUSPENSION OF QUALIFICATION

Qualifications awarded by the TTQP may be revoked at any time by the Agency Qualification Committee (AQC) for just cause. Proposed revocations will be sent to the individual in writing along with the individual's right to appeal the proposed revocation. A proposed revocation is effective upon receipt by the technician and will be affirmed, modified, or vacated following any appeal. The reasons that technicians will be subject to revocation or suspension of their Qualifications are *negligence* or *abuse* of their responsibilities. Agencies may Disqualify technicians for other reasons of just cause which may or may not be specifically defined herein following the due process procedures outlined herein.

Negligence is defined as unintentional deviations from approved procedures which may or may not cause erroneous results. The following penalties are guidelines for findings of *negligence*: The first finding of *negligence* will result in a letter of reprimand being sent to both the employee and the employer, the second will result in a thirty (30) day suspension of Qualification, third in a one hundred eighty (180) day suspension of Qualification, and the fourth in permanent revocation of the Qualification. The AQC may deviate from these penalty guidelines if warranted.

Abuse is defined as intentional deviations from approved procedures. The following penalties are guidelines for findings of *abuse*: The first finding of *abuse* will result in a one (1) year suspension to permanent revocation of an individual's Qualification. Any subsequent finding of *abuse* will result in that person being ineligible for any future type of TTQP Qualification. The AQC may deviate from these penalty guidelines if warranted.

Revocations or suspensions for *abuse* or *negligence* in one Qualification area will be considered revocations or suspensions in all Qualifications held by the technician. Such revocations or suspensions will be in effect in all member Agencies of the WAQTC.

It should be noted that should a technician fail to successfully complete a Qualification renewal in a specialty area, that technician will be considered Disqualified in that area, only, until the requirements for Qualification renewal have been successfully met, subject to the limitations set forth in this document.

Allegations of *negligence* or *abuse* will be made to the AQC in writing. The allegations will contain the name, address, and signature of the individual(s) making the allegation. The allegations will be investigated by the AQC. The accused and the individual(s) making the allegation will be given the opportunity to appear before the AQC. All involved parties will be notified in writing of the findings by the AQC. Any warranted penalties will be imposed in accordance with guidance contained herein. Decisions regarding allegations of *negligence* or *abuse* may be appealed in writing to the AQC Chair who will independently consider such written appeals but may rely on the advice and counsel of the AQC and take such action as he/she considers appropriate.

Notification of Qualification Revocation or Suspension

Each Agency may notify the other members of the WAQTC, or other participants in the TTQP, of anyone having a Qualification revoked or suspended. The responsible Agency will remove the Qualification expiration date, for all applicable Qualifications, from the Qualified Technician Registry immediately upon the revocation or suspension of the Qualification(s) as verification to other Agencies of such action.

LABORATORY QUALIFICATION PROGRAM

GUIDANCE

Each Agency should define a procedure, that adheres to the guidance contained in the WAQTC Laboratory Qualification Program guidance document, for Qualifying any laboratory, other than the Agency's central laboratory, that performs materials sampling and testing functions required under an Agency's construction contracts. Each Agency should designate a contact person for inquiries concerning Qualification under the LQP and list the name and phone number in the Registration, Policies, & Information Handbook under this heading.

QUALIFIED TESTING LABORATORY REGISTRY

Any Agency that Qualifies testing laboratories, either transportable or fixed, under the WAQTC Laboratory Qualification Program, for periods longer than a one project duration, should enter the appropriate laboratory and Qualification information in the Qualified Testing Laboratory Registry on the WAQTC Web page. This information should be registered not later than five (5) calendar days after the laboratory has attained Qualified status.

APPENDIX A

OPERATIONAL AGREEMENT WAQTC TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM AND THE QUALIFICATION ADVISORY COMMITTEE

Background. The Transportation Technician Qualification Program (TTQP) is a combined effort of the States of Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington, the Federal Highway Administration's Western Federal Lands Highway Division (WFLHD), the Federal Highway Administration's Central Federal Lands Highway Division (CFLHD), and the Federal Highway Administration (FHWA). The TTQP is under the leadership of the Western Alliance for Quality Transportation Construction (WAQTC). The goal of the TTQP is to provide qualified materials testing technicians and uniformity and consistency in field sampling and testing procedures in order to improve the quality of the products that we provide. These tasks will be accomplished through a technician qualification program in the following, initial areas: Aggregate, Asphalt, Concrete, Embankment & Base, and In-Place Density. Upon successful completion of the requirements, a participant will be considered a Qualified Materials Testing Technician. In the pursuit of quality it is agreed that the WAQTC may ask that qualification or certification requirements may be developed for other areas or other quality improvement tasks be provided in the future.

Administration. Guidance on the day to day administration of the TTQP is contained in the TTQP Administrative Manual. In the interest of continued reciprocity, uniformity, consistency, and the integrity of the program, all participating Agencies agree to conduct the program in accordance with the direction provided in this manual.

Name and Membership. The TTQP will have an oversight group referred to as the Qualification Advisory Committee (QAC). The QAC will consist of at least one representative each from the member Agencies of the WAQTC, who possesses knowledge in the materials field or other such area that the WAQTC feels will benefit the QAC. A cross section of suppliers, producers, the construction industry, consultants, academia, or FHWA Division office personnel may be asked to take part on an advisory basis.

The QAC will operate in conformance with the bylaws of the WAQTC and may elect officers or develop general tasks or operating procedures as needed to perform their function.

Requirements and Authority. The principal task of the QAC is to provide oversight of the TTQP. The QAC will act in an advisory capacity to the WAQTC Executive Committee and will carry out tasks as assigned by the Executive Committee. The QAC will meet yearly, or at any other time as is required, at a location to be agreed upon by the members, either in person, by conference or video call, or other suitable means of conducting business. All recommendations of the QAC will require approval of the Executive Committee. The QAC will review the TTQP, and all comments from that year's participants as compiled by member Agencies, and determine any changes, deletions, or improvements that are needed in the program and in the instructional materials. The QAC will prepare a draft(s), if required, of the intended

changes to the program and present it to the Executive Committee for approval.

Upon approval the QAC will follow the guidelines for incorporation of these changes into the program as defined in the TTQP Administrative Manual. The QAC will also make recommendations on additional qualifications or related undertakings that would help to accomplish the WAQTC mission. As part of their oversight duties, either they, a subcommittee, or agent appointed by them, will review the administration of the TTQP in each member Agency in order to maintain the integrity of the program and the basis for technician reciprocity and assure conformance to the process. A review will be conducted after the first year of operation and at a minimum every three years thereafter. The results of the findings will be reported to the WAQTC Executive Committee along with recommendations.

Program Revisions. The QAC will meet by May 30 of each year, or other such time as approved by the Executive Committee, for the purpose of making program revisions or updates. Proposed changes will be drafted and those approved will be incorporated into the TTQP materials no later than October 15 of the year in which the changes were adopted.

Expenses, Funding, and Responsibilities. Member Agencies agree to participate in any oversight, review, developmental, or administrative requirements, except as defined elsewhere in this section. The Agencies agree that participation in the normal business of the TTQP and the duties required of the QAC as an oversight group will be subsidiary to each Agency's normal operating budget. Funding for yearly operating expenses of the TTQP, if required, such as essential tasks, considered beyond the basic oversight function of the QAC, will be shared among the WAQTC members, or other such nonmember Agencies, that utilize the products and materials. Each member, or nonmember, will be solely responsible for the cost of implementing such updates, changes, or additions within their respective Agencies. If participating Agencies elect to collaborate in order to obtain more cost-effective pricing for the services required to effect program changes to individual Agency products or materials, the cost will be prorated among the Agencies in accordance with the respective services requested by each. Purpose, cost, and responsibilities will be defined by written agreement.

LABORATORY QUALIFICATION PROGRAM WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION (WAQTC)

The contracting Agency's primary testing laboratory (central lab), which meets AASHTO accreditation requirements is excluded from the WAQTC Laboratory Qualification Program (LQP). All other laboratories, that perform materials sampling and testing functions required under an Agency's construction contract, will comply with the WAQTC Laboratory Qualification Program requirements.

A laboratory performing acceptance program testing (quality control or verification testing) will be qualified to do sampling and testing on an Agency contract when the following are met:

- Laboratory facilities will adequately house and allow proper operation of all required equipment in accordance with applicable test procedures.
- The laboratory will use WAQTC *Qualified Materials Testing Technicians for Agency contract work unless otherwise specified in the contract documents.
- The laboratory will use testing equipment that has been calibrated/verified at least once within the past 12 months to meet the requirements of each test procedure in accordance with the appropriate section of AASHTO R-18.
- Documentation of *Qualified Materials Testing Technicians and equipment verification records will be maintained and available for review.

Agency reviews of the laboratory facility, testing equipment, personnel and all Qualification and calibration and verification records will be conducted at the Agency's discretion. The use of current AASHTO Materials Reference Laboratory check lists, or WAQTC developed check lists, are recommended for the purpose of documenting reviews.

Failure to meet any of these Qualification criteria or falsification of test results will also be grounds for Disqualification.

Non-State Highway Agency laboratories performing independent assurance or dispute resolution sampling and testing will be accredited by the AASHTO Accreditation Program, or other FHWA approved program, for the tests they perform.

**Materials Testing Technicians are Qualified in field materials testing procedures, as agreed to by the WAQTC, under a common Qualification program administered by the WAQTC. Member Agencies may require additional Qualifications or Certifications to perform work on or for contracts administered by or for that Agency. The contract documents and technician requirements for each Agency and project should be consulted to ascertain specific criteria.*

